



Panola County

Job Title:

Secretary: Panola County AgriLife Extension Service

Location: Panola County Courthouse

Job Status: Vacancy

Dept.: Panola AgriLife Extension

Pay Range: \$14.00 - \$15.85 per hour

Date Written: 03/31/21

Written By: AgriLife Extension Agent

Approval: Commissioners' Court

ELIGIBILITY

To be eligible to be appointed as Secretary for Panola County AgriLife Extension, a person must be at least 21 years of age and hold a Highschool diploma or GED. Additionally, applicant must be able to pass a drug test and standard physical.

Job Summary:

Panola county AgriLife Extension Service is currently accepting applications to fill the role of Secretary. The successful candidate will always adhere to an office dress code of business casual. Daily activities will include performing skilled clerical work and provide general secretarial support to both the Agriculture and the Family and Community Health Agents. The Secretary will be responsible for assisting with maintaining a wide range of records and facilitating communication among the different program planning groups. This position is ideal for someone who is motivated, able to prioritize work assignments as they come in, and capable of working with limited supervision while answering to both the Panola County Agriculture Agent and the Panola County Family and Community Health Agent.

Secretary Responsibilities and Duties:

- Greet visitors and direct them to the appropriate individuals.
- Respond to queries in person, via telephone or email.
- Develop and implement office procedures.
- Maintaining company record systems to uphold accurate files.

Secretary Responsibilities and Duties carried to the next page:



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Secretary Responsibilities and Duties Continued:

- Compose letters, memos, and emails.
- Typing, preparing, and collating reports.
- Develop program and event mailouts.
- Make travel arrangements and manage required travel forms.
- Support in updating/monitoring the offices electronic footprint (Office Email, Facebook and Webpage).
- Collecting and distributing fees and dues associated with office business keeping all required records and documentation.
- Screen documents, book meeting rooms, set up conference calls and take messages.
- Perform administrative tasks, including filing and photocopying.
- Manage office supply levels and place appropriate orders as needed.
- File and update contact information of employees, customers, suppliers, and external partners.
- Ability to adapt to additional responsibilities as needed.

Qualifications and Skills:

- High school diploma or GED.
- 2+ years' clerical experience.
- Friendly and professional demeanor and appearance.
- Experience in bookkeeping, accounting and data processing preferred.
- Knowledge of general software programs, including Word, Excel, Publisher, and Adobe.
- Experience maintaining and prioritizing a master calendar.
- Teamworking skills.
- Attention to detail.
- Able to work independently.
- The ability to be proactive and use your initiative: to see what needs doing and to do it.
- Flexibility.
- Tact, discretion, and diplomacy.
- Organization and time management skills.
- Exceptional written and verbal communication skills.

TEXAS A&M
AGRILIFE
EXTENSION

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